

# Congratulations!

You have decided to get married and we are glad you have made this decision out of commitment and love for one another.

The church supports and upholds marriage, and tries to help those getting married – not just on the day, but in the preparation and years ahead.

Many people wish to get married in church. The church is glad this is so, and welcomes many couples each year. The marriage vows are serious and for life. They are also a great joy and therefore it is appropriate they are made before a priest, with one's family and friends, and in the sight of God. Christians believe that God is love, and that those who live in love, live in God.

## **Contacts:**

### ***Team Rector***

The Rev'd Dr David Munchin  
The Rectory, 2 Ottway Walk,  
Welwyn AL6 9AS  
Tel. 01438 714150  
[rector@welwyn.org.uk](mailto:rector@welwyn.org.uk)

### ***Team Vicar***

The Rev'd Susannah Underwood  
The Rectory, Brookbridge Lane  
Datchworth SG3 6SU  
Tel. 01438 817183  
[team.vicar@welwyn.org.uk](mailto:team.vicar@welwyn.org.uk)

### **Team Vicar**

The Rev'd Dominic Holroyd-Thomas  
St. Michael's House, 3 London  
Road, Woolmer Green SG3 6JU  
Tel. 01438 813043  
[curate@welwyn.org.uk](mailto:curate@welwyn.org.uk)

### ***Team Secretary***

The Church Office  
St. Mary's Church, Church  
Street, Welwyn AL6 9LX  
Tel: 01438 840964  
[secretary@welwyn.org.uk](mailto:secretary@welwyn.org.uk)

More information is available at [www.welwyn.org.uk](http://www.welwyn.org.uk)

## **Introduction**

Because the Church of England also acts for the State in conducting marriage services, there are rules governing who may marry in any parish church. New laws introduced in recent years by the Church of England, and approved by Parliament, make it easier for couples to marry in a church of their choice.

If you have not been married before, you may be married in a particular Church of England parish church if one of the following applies:

- One of you was baptised or prepared for confirmation in the parish
- One of you has ever lived in the parish for six months or more
- One of you has at any time regularly attended public worship in the parish for six months or more
- One of you has a parent who has lived in the parish for six months or more in your lifetime
- One of you has a parent who has regularly attended public worship in the parish for six months or more in your lifetime
- One of you has parents or grandparents who were married in the parish

## **Marriage after Divorce**

If one of you has been married to someone who is still alive the situation is a little more complicated. You must, of course, be divorced (and have Decree Absolute) from this person before you may be married again. Traditionally the church did not marry people in this situation because it believes that the vows you made were for life, and therefore should not be broken lightly. Often in this case we would be happy to conduct a service of 'Prayer and Dedication after a Civil Marriage'. This is very similar to the marriage service but follows a Civil Marriage, which you would organise.

Following recent changes in legislation the present Team Rector may agree to marry those who have been divorced once. However the decision is made only after an interview with a priest. Such an interview would require you to be frank about all aspects of past and present relationships. The Church lays down conditions under which marriage after divorce can take place in church. The Team Rector's decision is then final.

## **Banns of Marriage**

The usual requirement before a marriage can be held is the reading of Banns of Marriage and the issue of a Banns Certificate. ***Banns must be called in the parish church in which each of you lives, and in the church where you are to be married, on three Sundays within three months of the wedding date.*** When Banns are to be read no further Licence or Authority is required. A fee is payable to any church where Banns are to be read.

Application has to be made to the incumbent (Vicar) of the parish where each of you lives for Banns to be read, and a Banns Certificate obtained from that Vicar. ***It is your responsibility to organise this in good time, and show this/these to the priest who will conduct your marriage service. Without this your marriage cannot go ahead.*** If you both live in the parish in which you are getting married, your Banns will be read automatically.

***In all the Welwyn Team Ministry churches Banns will normally be read on the first three Sundays of the month two months before the wedding,*** i.e. if you are to be married on 24<sup>th</sup> August, your Banns will be read on the first three Sundays of June. By regularly attending worship you will become familiar with your surroundings and get to know those who will be involved in making your wedding service run smoothly.

If you have any questions or problems about the reading of Banns, please speak to one of our clergy.

In certain cases, and often when one of you is a foreign national, the law requires you to be married by Licence. One of our priests will give you more details if this will be a requirement.

## **Preparing for your Wedding**

You will both be invited to a Wedding Preparation evening or Saturday morning session with other couples preparing to be married in one of the Welwyn Team churches. This will normally be at the beginning of the year in which you are to be married. There will also be an opportunity to talk with the clergy, to meet other couples and to raise any questions you may have.

We also arrange for you to attend a session of marriage preparation in groups of five or six couples run by a qualified relationship counsellor from 'Relate'. Feedback from previous couples who have taken part has indicated this to be very valuable and worthwhile.

If we have a significant number of weddings in a particular church we will also organise a 'Wedding Workshop' on a Saturday morning early in the year to talk about particular aspects relating to your service in that church, such as music, flowers, photography and other logistical details.

The Priest who will officiate at your wedding will contact you roughly **three months prior to the wedding** for further detailed planning.

### **The Wedding Service**

The marriage service from 'Common Worship', the Church of England's newer prayer book, will normally be used. However, you may still choose the wedding ceremony from the 'Book of Common Prayer' if you prefer.

We will do our best to make sure the service can closely follow your wishes and that you will remember it as a happy start to your married life.

### **Registers**

Two witnesses are required by law to sign the registers. They should be chosen beforehand and must be 18 years of age or over. The bride signs her maiden name.

### **How many rings?**

You can have one or two rings – it is entirely your choice. Normally the Best Man looks after both rings until they are needed in the service.

### **Who plays a part in the service?**

The minimum by law is the couple, a priest and two witnesses chosen by the couple. You may also like to have someone to give the bride away, bridesmaids, pageboys, best man, ushers, reader(s) etc.

### **Special requests?**

You may have other requests. Often it is possible to incorporate these into the service, provided you discuss this fully with the priest in good time before the wedding.

## **An important word about timing**

The church is used for many things and the priest, and other staff involved, often have other commitments following your wedding. **It is vital, therefore, that the service starts on time.** If the bride is over 15 minutes late without communication, the priest may decide to cancel the service. If there are extenuating circumstances please make sure you advise the priest, without delay, so we can do our best to accommodate you even if it means shortening your service. It is possible that another wedding service will be taking place at a suitable interval after yours. Please remember that there may be another wedding service later in the day, or the priest may be required at another church – good time is always allowed, but extraordinary delays may not be able to be accommodated. Also remember that volunteers may be helping at your wedding – for instance choir and bell ringers, and they may well decide that after a reasonable delay they cannot wait any longer.

Please ask your guests to be seated a minimum of 10 minutes before the service starts (this is the job of the ushers). The bride should plan to arrive five minutes early for photographs and a moment of quiet before making her entry.

## **Order of Service**

Many couples will want a printed order of service. You should discuss this with your priest and in many cases he or she will be able to provide texts in electronic format for you to send to your printer. **It is essential you let the priest see your proposed order of service before printing.** If you do not want to go to the expense of printed orders of service, we suggest you choose hymns from the church hymn book. For a small fee we can often provide a photocopied order of service if you wish.

## **Music**

The music for a wedding usually includes:

- At the entry of the bride
- One, two or three hymns
- During the signing of the Registers
- As the wedding party leaves the church

Each church has different facilities and a list of frequently requested music options is available for each church from the relevant organist.

**Please refer to the back of the booklet for contact details of the organist at your church** for further advice and to confirm your requirements. A soloist or choir is *sometimes* available.

You may like to choose from the following list of hymns:

- All my hope on God is founded
- At the name of Jesus
- Be thou my vision
- Come down, O love divine
- Guide me, O thou great redeemer
- Jerusalem (And did those feet in ancient time)
- Lead us, heavenly Father, lead us
- Lord of all hopefulness
- Lord of the dance (I danced in the morning)
- Love divine, all loves excelling
- Morning has broken
- Now thank we all our God
- O Jesus, I have promised
- O Praise ye the Lord
- O Worship the King
- O Worship the Lord in the beauty of holiness
- Praise my soul the King of heaven
- Tell out my soul
- The King of love my shepherd is

## **Readings**

At every wedding there is at least one, sometimes two (or if short more) readings. One should be from the Bible but you may like to choose a second reading that is from elsewhere – for instance a favourite poem. Of course you can have a second bible reading. You may like to invite someone to read these, but the priest will also be willing to do so if desired.

Some favourite bible readings are:

- Love, actually! The number 1 most popular reading for weddings is (1 Corinthians Chapter 13)
- God creates women and men to look after the earth (Genesis, Chapter 1, verses 26-28)
- A love poem between two lovers (Song of Solomon, Chapter 2, verses 10-13; Chapter 8, verses 6&7)
- Jesus teaches how to live a life that brings true happiness (Matthew, Chapter 5, verses 1-10)
- Jesus teaches about marriage, and welcomes children (Mark, Chapter 10, verses 6-9 and 13-16)
- What happens when Jesus attends a wedding reception (John, Chapter 2, verses 1 - 11)
- Committing to each other (Ephesians Chapter 5, verses 21-33)
- Seeing the good side... (Philippians Chapter 4, verses 4 - 9)
- Getting the perfect relationship (Colossians Chapter 3, verses 12 - 17)
- Being a good lover! (1 John Chapter 4 verses 7 - 12)

These and other resources can be found at a Church of England website: [www.yourchurchwedding.org](http://www.yourchurchwedding.org). Other websites including YouTube will enable you to find other resources and to listen to music that you may like to include.

**Flowers** - Arrangements for flowers are different in all the churches. Please contact the relevant church flower secretary (details on page 10 of this booklet) at least 6 months before to find out what is possible and discuss your requirements. **For St Mary's Welwyn only**, payment is made direct to the flower secretary (**cheque payable to St Mary's Flowers**). Payments for flowers are by arrangement with the relevant church flower secretary and payment arranged with them.

**Photography, video and audio-recording** - It is important to remember that a wedding is a service of worship and prayer before God. In order that you and the congregation can fully focus on this important occasion there are restrictions on the use of photography in the church. Please ask your guests not to take still, video or mobile telephone pictures during the service. If you are having an official wedding photographer or videographer, please ask them to speak to the priest taking the service beforehand so they are clear what is permissible. It is embarrassing for all concerned if the priest has to ask photographers to stop during the service.

**If you wish to have a videographer** in church there will be an additional fee for the organist payable as well as the church organist's normal fee in line with common practice.

### **Organist**

**If your wedding is at St. Mary's**, the organist will discuss payment of relevant fees directly with you, which will be paid separately from fees paid to St. Mary's Church. Her details are within the list.

\*If a visiting organist plays for the wedding, the above fees are still due for payment to the organist of the church

### **Choir**

We cannot guarantee a Choir during the week but will make every effort to accommodate you. If you require a Soloist, speak directly the organist of each church – the cost of this is £50.00.

### **Bells**

Bells are available at all our churches, ***with the exception of St Michael's***, and ringers are generally available for Saturday weddings, but you should book these well in advance. The custom is usually for bells to be rung for approximately 20 minutes as the couple leave the church. You must book bell-ringers direct by contacting the relevant person shown on the back of the booklet. **For St Mary's Welwyn only**, payment is made direct to the bell-ringers **(cheque payable to St Mary's Tower Fund)**.

### **Rehearsal**

A rehearsal is usually held in the early evening a day or two before the wedding. In addition to the couple it is helpful for other key people to attend, such as the person giving the bride away, the best man, and head bridesmaid. Others are welcome.

### **Confetti**

Please ask your guests to use bio-degradable confetti or provide it for them. We would also appreciate it if confetti is only thrown at the church gate!

### **And Finally ....**

Marriage is a good and joyful thing. This booklet is not designed to scare you – rather it is to set the task of preparation clearly so that come the day you are relaxed and happy in the knowledge that all is ready – not just for that



day, but for a lifetime. You are being married in church in the sight of God. The church is not simply a building, it is a community of local people who seek to follow the way of Jesus Christ who shows us the love of God. The best way to prepare for marriage is to join in the life of that community – that is what it really means to get married in church. You will always be very welcome at any of our services.

**Important To Do's .....**

<b>Timeline</b>	<b>Action</b>	<b>Due Date</b>	<b>✓</b>
<b>6 months prior or as soon as date has been confirmed</b>	<ul style="list-style-type: none"> <li>• Contact relevant organist, bell secretary and flower secretary as required</li> </ul>		
<b>3 months prior</b>	<ul style="list-style-type: none"> <li>• Contact Vicar in all parishes where Banns must be read</li> </ul>		
<b>2 months prior</b>	<ul style="list-style-type: none"> <li>• Agree order of service with Priest</li> <li>• Obtain Copyright Licence for CD Music is required</li> <li>• Send fees to relevant Treasurer (see page 10) (Datchworth, Tewin, Ayot or Church Secretary (St. Mary's &amp; Woolmer Green)</li> </ul>		
<b>1 month prior</b>	<ul style="list-style-type: none"> <li>• Show Priest Order of Service proof before printing</li> <li>• Show Priest Copyright Licence if appropriate</li> </ul>		

## Contacts for Music, Bells, Flowers & Treasurer/Payment Details

**When paying by BACS, please put the date of your wedding or surname to identify payment & email the Treasurer of each Church to advise when payment was made.**

### St Mary's Welwyn

<b>Music</b>	Linden Innes-Hopkins	01727 862361	<a href="mailto:linden_ih@talktalk.net">linden_ih@talktalk.net</a>
<b>Bells</b>	John Williams	01438 715679	<a href="mailto:johntwilliams@talktalk.net">johntwilliams@talktalk.net</a>
<b>Flowers</b>	Jenny Wiseman	01438 715426	<a href="mailto:jenny.wiseman@welwyn.org.uk">jenny.wiseman@welwyn.org.uk</a>
<b>Treasurer</b>	Donald Bell		<a href="mailto:donaldbell1944@gmail.com">donaldbell1944@gmail.com</a>

**BACS payment details:** **70939749 Sort Code: 20-92-54 (preferred method)\***  
Cheques made payable to: Welwyn St Mary's PCC – [secretary@welwyn.org.uk](mailto:secretary@welwyn.org.uk)  
**Send to:** Team Secretary St. Mary's Church, Church Street, Welwyn, AL6 9LX

### St Michael's Woolmer Green

<b>Music</b>	Penny Howes	01438 716742	<a href="mailto:pennyhowes@hotmail.com">pennyhowes@hotmail.com</a>
<b>Flowers</b>	Jane Thom	01438 814573	<a href="mailto:dandjthom@btinternet.com">dandjthom@btinternet.com</a>
<b>Treasurer</b>	Donald Bell		<a href="mailto:donaldbell1944@gmail.com">donaldbell1944@gmail.com</a>

**BACS payment details:** **33553876 Sort Code: 20-45-45 (preferred method)\***  
Cheques made payable to: Woolmer Green Church – [secretary@welwyn.org.uk](mailto:secretary@welwyn.org.uk)  
**Send to:** Team Secretary St. Mary's Church, Church Street, Welwyn, AL6 9LX

### St Peter's Ayot

<b>Music</b>	Paul Attridge	01992 627210	<a href="mailto:paulattridge@hotmail.com">paulattridge@hotmail.com</a>
<b>Bells</b>	Colin Thompson	01438 821539	<a href="mailto:juliettethompson@btinternet.com">juliettethompson@btinternet.com</a>
<b>Flowers</b>	Sarah-Jane Nall-Cain	01582 831083	<a href="mailto:sj@nallcain.com">sj@nallcain.com</a> (not in August)
<b>Treasurer</b>	Nadine Graville		<a href="mailto:ayotstpeterchurch@gmail.com">ayotstpeterchurch@gmail.com</a>

**BACS payment details:** **60131059 Sort code: 20-92-54**  
Cheques made payable to: Ayot St Peter Churchwardens  
**Send to:** Team Secretary St. Mary's Church, Church Street, Welwyn, AL6 9LX

### All Saints Datchworth

<b>Music</b>	Andrei Pytaleu	01462 671736	<a href="mailto:andpyt@googlemail.com">andpyt@googlemail.com</a>
<b>Bells</b>	Jo Sampson	01438 816005	<a href="mailto:jsampson@inducta.co.uk">jsampson@inducta.co.uk</a>
<b>Flowers</b>	Margaret Webb	01438 811795	<a href="mailto:maggiwebb63@gmail.com">maggiwebb63@gmail.com</a>

**Treasurer** Geoffrey Sharp 01438 817028 [geoffrey.p.sharpe@gamil.com](mailto:geoffrey.p.sharpe@gamil.com)  
**BACS payment details:** **90056170 Sort Code: 20-41-12 (preferred method)\***  
Cheques made payable to: All Saints Datchworth PCC  
**Send to:** Mr Geoff Sharpe Tel: 01438 817028 -24 Gun Lane, Knebworth, SG3 6BH

### St Peter's Tewin

<b>Music</b>	Andrei Pytaleu	01462 671736	<a href="mailto:andpyt@googlemail.com">andpyt@googlemail.com</a>
<b>Bells</b>	Susan Hall	01707 884274	<a href="mailto:susan.hall57@ntlworld.com">susan.hall57@ntlworld.com</a>
<b>Flowers</b>	Gloria Kersey	01438 716817	<a href="mailto:miglokersey@btinternet.com">miglokersey@btinternet.com</a>
<b>Treasurer</b>	David Little	01438 798366	<a href="mailto:volsung5@btinternet.com">volsung5@btinternet.com</a>

**BACS payment details:** **21688766 Sort Code: 40-24-13 (preferred method)\***  
Cheques made payable to: St Peter's Church Tewin PCC  
**Send to:** David Little: 1 Orchard Road, Burnham Green, Tewin, AL6 OHE

## **Payment is due 2 Months before the date of your Wedding**

For weddings taking place in **2019** we charge the statutory fee of **£485** which includes the use of the church, preparations for the service, reading Banns, and the Certificate. Additionally, the following optional extras are available:

	<b>St Mary's Welwyn</b>	<b>St Michael's Woolmer Green</b>	<b>All Saints Datchworth</b>	<b>St Peter's Ayot</b>	<b>St Peter's Tewin</b>
Verger's fee*	<b>£50</b>	<b>£50</b>	<b>£50</b>	<b>£50</b>	<b>£50</b>
Organist	<b>£110</b>	<b>£110</b>	<b>£110</b>	<b>£110</b>	<b>£110</b>
Organist's Video Fee	<b>£50</b>	<b>£50</b>	<b>£50</b>	<b>£50</b>	<b>£50</b>
Choir	<b>£100</b>	<b>£50</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Bells (Saturday)	<b>£130</b>	<b>N/A</b>	<b>£130</b>	<b>£50</b>	<b>£130</b>
Bells (Weekdays)	<b>£150</b>	<b>N/A</b>	<b>£150</b>	<b>£50</b>	<b>£150</b>

**\*Verger's Fee** - Although charged as an option it is unrealistic to have a wedding without a verger, (unless the wedding is extremely small) who helps the priest with setting up and 'front of house' duties **& will be included in the standard fee when being invoiced, making a total of £535.00.**

### **Payment Notes**

Please note that for St. Mary's Weddings, payment for bells, flowers organist and are made to different accounts as indicated previously.

For St. Mary's, Woolmer Green & Ayot Weddings, you will receive an invoice from the St. Mary's Church office.

**Tewin and Datchworth Churches will invoice you directly.**

**Only the standard fee & verger are paid directly to 'Welwyn St.Mary's PCC' by BACS (preferred method) or by cheque**

## NOTES